

# MB ChB European Studies HANDBOOK

2018-19

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study/undergraduate/manchester/europe/](https://www.bmh.manchester.ac.uk/medicine/study/undergraduate/manchester/europe/)

**Please note:**

The information in this handbook is correct at the time of going to press, but there may be updates issued in the future. An updated handbook for each Year will be published on [1Med](#).

Progression from year to year and assessment pass criteria related to the MB ChB programme elements are as per the [MB ChB Programme Handbook](#) and should be read in conjunction with this handbook.

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## **Introduction**

The MB ChB European Studies Programme was introduced to the Manchester MB ChB Programme to give students the chance to develop their foreign language skills and their knowledge of European Medicine. The MB ChB European Studies Programme was the first of its kind of any UK medical school, and has been successfully running for over fifteen Years.

MB ChB European Studies students receive up to four years of language training alongside the main MB ChB Programme, and in Year 5 are required to spend four blocks at one of our approved partner institutions in Europe (see table below for details of student placements<sup>1</sup>):

<b>Partner Universities</b>	
<b>French Option</b>	
The University of Lausanne	Lausanne, Switzerland
The Sorbonne University	Paris, France
The University Paris Descartes	Paris, France
The University Claude Bernard 1	Lyon, France
The University of Nantes	Nantes, France
<b>German Option</b>	
The University of Saarland	Homburg, Germany
The Medical University of Hannover	Hannover, Germany
The Charité Universitätsmedizin Berlin	Berlin, Germany
<b>Spanish Option</b>	
The Complutense University of Madrid	Madrid, Spain
The Autónoma University of Madrid	Madrid, Spain
The Rey Juan Carlos University of Madrid	Madrid, Spain
The University of Granada	Granada, Spain

Students also have the opportunity to spend time in Europe during the MB ChB Programme as part of the [Student Selected Components](#) of the Programme. Successful students will graduate with the degree of MB ChB (with MB ChB European Studies) to signify their achievement.

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<sup>1</sup> More information about these can be found [here](#) and previous placement reports are available on [My Placement](#).

## **MB ChB European Studies Supplement<sup>2</sup>**

All students who join the MB ChB European Studies Programme are required to pay an additional MB ChB European Studies tuition fee supplement (currently £104 per semester, subject to small increments of 5% or less/year) to contribute to costs of language tuition, equipment, and the expenses involved in arranging and quality assuring the placements abroad. It also covers translations of documents, specialised medical masterclasses, courier services etc. Please note that this small fee only covers a minor part of the considerable costs the School incurs for the MB ChB European Studies Programme for language teaching and placements abroad.

Year 1 students are required to pay for the second semester only, once they have been admitted onto the MB ChB European Studies Programme. Students in Years 2 - 5 are required to pay the MB ChB European Studies tuition fee supplement in Semesters 1 and 2 each year. The supplement is a flat fee across the five years course; therefore students do not pay directly for what he/she receives in any particular year or part thereof.

**Please note that payment is due BEFORE the semester begins. Students who fail to make payment on time will not be permitted to start the MB ChB European Studies Programme and will not be admitted into language classes.** Students not admitted into classes will be marked as absent and this will go on his/her attendance record. Failure to pay will result in not being able to graduate with the MB ChB European Studies award.

**Tuition Fee Supplement deadlines: 4 September 2018 and 18 January 2019.**

If a student experiences financial difficulties in paying the tuition fee supplement, it is vital they contact the [Student Welfare and Professionalism Support \(SWAPS\) Team](#) and inform the [MB ChB European Studies team](#) **before** the deadlines for payments so that advice can be offered and any potential support explored.

## **Attendance, Conduct and Discipline**

Students on the MB ChB European Studies Programme are expected to attend two hours of language tuition per week (2.5 hours in Year 1). Attendance, conduct and discipline are as important for the MB ChB European Studies as for the MB ChB Programme (see separate [MB ChB Programme Handbook](#) for more details), and problems in any of these areas will be treated accordingly. Attendance is monitored and any absences and/or failure to complete set work will be treated very seriously. Students with poor attendance, conduct or discipline will receive formal written warnings. Further problems will be referred to the MB ChB Health and Conduct Committee and in extreme cases students will be asked to leave the MB ChB European Studies Programme. Where an absence is unavoidable but foreseen, teaching staff must be informed of this well in advance but will still be counted as an absence. Please note that attending non-compulsory medical classes, such as OSCE revision classes, is not a valid reason for failing to attend language classes.

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<sup>2</sup> Please refer to the MB ChB European Studies FAQ document In [Appendix](#).

Progression from one year to the next is dependent upon a student attending no less than 80% of the language classes in any year. We expect you to attempt to attend 100% of classes. The 20% of allowable absence is designed to accommodate placement commitments, which may make travel to class impractical in some cases. Placements are not acceptable mitigation for missing an assessment. If you have any concerns around the location of a clinical placement and your ability to get to language classes on time, please contact the European Studies Administrators as early as possible.

Students are reminded that teaching staff must be informed of planned absences well in advance and that a medical note is required if a class or tutorial has been missed due to illness (see Mitigating Circumstances, page 13).

If, on more than one occasion, students find that they are late for a language class as a result of a medical class overrunning, they should inform the [MB ChB European Studies Administrator](#).

## **Application procedures**

### **First Year Entry**

Application for the MB ChB European Studies Programme takes place during Semester 1 of Year 1. Acceptance onto the Programme is competitive and dependent on either an A/AS Level in the language students wish to study, or equivalent experience of that language. Places are limited, so a high standard is required. (Please note, new IB Standard is not equivalent to a B2 level certificate and therefore is below the required language level to apply for European Studies and will have to be complemented by an intensive course in order to obtain a B2 certificate).

To apply, students must complete the online application form (details will be announced to students when this is live) and submit it by no later than **Tuesday 6 November 2018**. In addition to this, students are asked to sit a diagnostic language test in November. Students will be invited to attend an interview, which will be conducted by members of the University Language Centre for the purpose of assessing language proficiency and suitability for the Programme. Sitting the diagnostic language test and interview are requirements for applications to be considered. Successful students will be offered a place on the MB ChB European Studies Programme.

Students who wish to join the MB ChB European Studies Programme but who are proficient speakers may be advised to join the MB ChB European Studies Programme in Year 3, with Years 1 and 2 exempted due to the level of language ability. It is expected that those students remain engaged with aspects of the MB ChB European Studies Programme. They will be exempt from paying the MB ChB European Studies tuition fee supplement for Years 1 and 2. This will be decided on an individual case by case basis and is at the discretion of the language tutors.

**Important: Regardless of the level of proficiency in the target language, students wishing to join the MB ChB European Studies Programme must apply in Semester 1 of Year 1 (except for St Andrews students who follow a different application process – see below). Late applications will not be considered.**

### **St Andrews Students**

St Andrews students will be admitted to the Programme in Year 3 if they are able to produce evidence of serious commitment to and achievement in language learning, e.g. in the form of an internationally validated certificate at B2 level or an advanced level language certificate issued by a Language School or Centre. Applicants are interviewed by a member of the University Language Centre teaching staff.

St Andrews students are able to apply during their second Year of study (University of Manchester equivalent of Year 1). To apply, St Andrews students must complete and submit an online application form by the end of semester 1. Details will be provided by the European Studies Administrator. Interviews will take place towards the end of the academic year via Skype. Students will be asked to talk about their language learning experiences and the reasons for wanting to join the European Studies Programme. All students (including near native-speakers) may be asked to show their work in the target language, which would serve as a testament to their commitment to joining the MB ChB European Studies Programme.

The portfolio of work can include:

- a series of summaries of medical articles written in the prospective target language
- certificates obtained as a result of attending the Evening Languages Programme at St Andrews
- written accounts of recent experiences in the target language (ideally with a medical/human care aspect)

The detailed Portfolio guidance, specific to the target language can be found in the Appendix 3 on page 33.

Please note that sitting the diagnostic language test and attending the language specific presentation session are requirements in order for applications to be considered.

### **Timetables**

Timetables for language classes (including room information) are available on the [University Language Centre website](#) and [1Med](#).

Students are reminded to check this website as well as [1Med](#) at regular intervals for any updates. Please note that the language classes follow the University calendar, which may be different from the calendar for the MB ChB Programme.

**For the academic Year 2018-19, language class teaching will start in the week commencing Monday 24<sup>th</sup> September for Years 2 to 3 and in the week commencing Monday 10<sup>th</sup>**

**September for Year 4. Year 1 language classes will start in the week commencing 28<sup>th</sup> January.**

## **Blackboard**

All language courses are supported by additional material on Blackboard. Students can log in at [My Manchester](#) where there is a link to 'Blackboard' under the 'Teaching' heading. Students will see an overview of the language courses they are attached to (students are advised to contact their language tutor or the [University Language Centre Programme Director](#) if unable to access the online component). The virtual learning environment contains general information (course outlines, teachers' details), general resources (links to grammar pages, dictionaries, etc.) as well as specific material (homework material, link and information about external examinations, links to partner hospital websites, etc.). Students are also invited to contribute to the discussion forum.

## **Years 1 – 4 MB ChB European Studies Programme Structure**

Students undertake language classes from Years 1 - 4. In Years 1 and 2, language classes are integrated into the daytime timetable; for Years 3 and 4, classes take place in the evenings (6 – 8pm). Students are also expected to spend at least four hours of their home study time per week on their language work and make use of the [Open Learning Facilities in the ULC](#).

### **Aims and Objectives of Years 1-4**

During the first four Years of the MB ChB European Studies Programme, students are given the opportunity to:

- consolidate their existing language skills
- increase their knowledge of foreign cultures and health care systems
- learn medical terms and communicative know-how with patients and professionals in their target language
- learn to study medicine in their chosen language
- apply for a placement in a European Institution
- prepare for their external language examinations

During lessons, students will consolidate their existing language skills and receive a good exposure to Medical French, German or Spanish as well as gaining an understanding of the cultural and social aspects of life and medicine in their chosen country. Classes focus on preparation for the specified examinations and the skills required for working effectively and efficiently in a hospital environment abroad. The use of medical content increases as students progress through Years 2, 3 and 4.

There are no language classes during Year 5 as students will spend 16 weeks (blocks 5 to 8) on placement in Europe. Any re-sits for external examinations can be taken at the earliest possible opportunity.



## Open Learning Facilities

[The Open Learning Facilities](#) also offers a language exchange partner Programme where students are able to converse face-to-face to improve their spoken language. If you would like to take part in the scheme you can contact the [ULC reception staff](#) to register interest. Alternatively there is a notice board on the ground floor of the [International Society](#) where people looking for language partners can advertise.

In addition to language classes, the Language Centre has [e-Tandem](#) partnerships with Medical Schools abroad so that students can meet on a weekly basis with their counterparts using video-conferencing to discuss medical topics in both languages. Depending on the availability of partners, students are strongly encouraged to take part in the Programme.

## Masterclasses

During the year, teaching staff invite a range of senior healthcare professionals to give Masterclasses and workshops in their specialised area in their native language. These events are usually very popular and compulsory for Year 3 and 4 students; however we strongly recommend that Year 1 and 2 students also attend if numbers permit.

## Buddy Scheme

Erasmus students visiting Manchester are strongly encouraged to participate in the Buddy Scheme, where incoming students are put in contact with home students on the MB ChB European Studies Programme. This provides a good opportunity for all students to meet and converse with native speakers from their host country. Many of our partner institutions run similar schemes for visiting MB ChB European Studies students from Manchester. We strongly encourage participation as we had very positive feedback from students coming to Manchester and MB ChB European Studies students abroad. Students will be invited to participate and contacted in late summer each year prior to the start of term, so that Buddy Partnerships can be assigned.

## Language Examinations

In order to successfully complete the MB ChB European Studies Programme, students are required to pass a range of class tests and external examinations, as specified in the schedule below:

Year	French	German	Spanish
1	Internal assessments in semester 2	Internal assessments in semester 2	Internal assessments in semester 2
2	Internal assessments in semesters 1 and 2	Internal assessments in semester 1 and assessed project in semester 2 <i>Goethe Zertifikat Level B2</i>	Internal assessments in semesters 1 and 2 <i>Certificado Básico de Español de las Ciencias de la Salud Level B2</i>

<b>3</b>	<b>Internal assessments in semesters 1 and 2</b> <b><i>Diplôme de Français Professionnel - Médical B2</i></b>	<b>Internal assessments in semesters 1 and 2</b>	<b>Internal assessments in semesters 1 and 2</b>
<b>4</b>	<b>Internal assessments in semesters 1 and 2</b> <b><i>Diplôme Approfondi de Langue Française (DALF) Level C1</i></b>	<b>Internal assessments in semesters 1 and 2</b> <b><i>Goethe Zertifikat Level C1</i></b>	<b>Internal assessments in semesters 1 and 2</b> <b><i>Certificado Superior de Español de las Ciencias de la Salud Level C1</i></b>

External examinations are designed by:

French - *Chambre de Commerce et d'Industrie de Paris* (CCIP) and the *Centre International d'Études Pédagogiques* (CIEP)

Spanish - the *Cámara de Comercio de Madrid* and the *University of Alcalá*

German - the *Goethe Institute*

Apart from the DALF, all external examinations will be organised by the University Language Centre and candidates will sit examinations on the University campus in May/June. All examinations are based on the [Common European Framework](#), thus ensuring that skills are assessed at the same level across languages.

Students are expected to sit examinations at the end of each year. **Please note that scheduled internal and external examinations are a compulsory part of the course.**

DALF examinations are organised by the [Alliance Française de Manchester](#) and usually take place during March. Students are reminded that MB ChB European Studies participants are expected to sit these examinations at the end of the academic session in Manchester. It is imperative that PEPs/SSCPs and/or other relevant activities are planned accordingly.

The dates for the external examinations are not set by the University and we therefore cannot guarantee that the dates for exams will fall outside vacation time.

Teaching staff and the [LEAP Support Officer](#) will handle the registration procedure for external examinations taken in Manchester. Students will be notified of deadlines for registration and examination dates in class, and this information can also be found on the [ULC](#) website.

For the external language qualifications taken during the MB ChB European Studies Programme and arranged by the University the results are usually communicated directly by the organisation. If the student has arranged to re-sit the external examination there is a requirement that the student provides evidence (i.e. certificate) of passing the exams as soon as possible. Evidence is to be submitted to the student's language tutor.

## **Re-sits**

Students who fail the internal assessment are entitled to take an internal re-sit examination provided that they attended at least 80% of classes and have completed all internal, applicable external tests, and all set coursework. Internal re-sits will take place during the University August Examination period, regardless of the fact that students may be intercalating the following academic Year. All re-sit examinations will be organised through the examination office. Only one internal re-sit attempt is permitted for each Year of study. There is a £75 charge for taking a re-sit. Please also note that should a student fail a resit they will be withdrawn from the MB ChB European Studies Programme and will become an MB ChB student without MB ChB European Studies.

Students failing the external B2 examination are required to re-sit this examination at the next available session in Manchester. They may be allowed to provisionally progress to the following Year of study provided that they have completed all internal assessments and all set coursework, and they have attended at least 80% of classes. It is the personal responsibility of individual students to organise their registration for this external B2 re-sit in Manchester and they must also cover the fees (no refunds will be given).

Passing the C1 examination is a requirement to obtain the MB ChB European Studies award.

Students failing the external C1 examination are required to re-sit this examination, either in Manchester or in the country where they are based for their placement, before the end of Year 5 in order to graduate with the MB ChB European Studies award. They may be allowed to progress to Year 5, provided that they have completed all internal assessments and all set coursework, and they have attended at least 80% of classes.

It is the personal responsibility of individual students to organise their registration for this external C1 re-sit in Manchester and they must also cover the fees (no refund will be given). The student must provide evidence (i.e. certificate) of passing the exams as soon as possible. Evidence is to be submitted to the student's language tutor.

If external C1 examination results are not known by the time of your graduation, the student will graduate without the MB ChB European Studies award, but his/her record and diploma will be updated, provided that he/she passed the examination before the official graduation date. The student will be required to submit proof of passing the examination to the MB ChB European Studies Team by 31<sup>st</sup> October of the same Year.

## **Progression, internal assessments and pass marks**

In every term of study during the MB ChB European Studies Programme, there are internal assessments for listening, reading, writing and speaking skills. In order to progress to the following Year in the Programme, a student must i) complete all the internal assessments, and ii) obtain an overall pass mark of 40% in the internal assessments.

Students who miss more than one element of the internal assessment may be required to take a re-sit examination regardless of whether they had valid Mitigating Circumstances for missing these tests or received an overall 'Pass' mark.

Students who fail the external examination may be granted progression to the following year without having to pass a re-sit examination provided their overall mark in the internal assessment is equal or higher than 60%.

Students will only be permitted to take a re-sit and/or progress to the following Year of study if their attendance on the course is recorded as being 80% or above.

Please note that should a student fail a resit they will not be permitted to continue on the MB ChB European Studies Programme and will become an MB ChB student without MB ChB European Studies.

### **Language Training whilst on distant placements**

Students are expected to attend language lessons throughout clinical training. Please note that missing more than 20% (i.e. 4 weeks out of 23) of the language Programme will result in exclusion from the MB ChB European Studies Programme. **Where there is the option to select/self-arrange placements on the MB ChB programme, students should avoid selecting placements which could result in missing more than four language classes wherever possible.**

**All students are required to inform their language tutor of any absences prior to the missed session.**

When students are allocated to or request an out-of-region placement, they must inform their language tutor and [MB ChB European Studies Administrators](#) beforehand. During such placements, it will be necessary to come back to Manchester to complete assessments. Students will also be requested to complete non-assessed coursework and to forward it to language tutors when requested.

### **Language classes during intercalation**

The Language Centre does not provide language classes as part of the MB ChB European Studies Programme to intercalating students or to students wishing to continue studying their chosen language beyond Year 4 as a preparation for their Semester 2 Year 5 placement. However, it is important that students continue to study their chosen language and practise this on a regular basis in preparation for their return to the MB ChB Programme or their Year 5 placement. Students are encouraged to do this through self-study. It is also strongly recommended that students take a language course either with the University Language Centre or at an external institution in an independent capacity.

In order to maintain their language skills intercalating MB ChB European Studies Programme students are encouraged to join the higher level language [classes run by the University Language Centre](#). The actual level of study is to be decided in consultation with the Senior Language Tutor.

The MB ChB European Studies students can potentially claim a refund of up to £250 for the language Programme (outside of the MB ChB European Studies Programme) from the University's International Office. For more information please contact the [Erasmus Team](#) or the [MB ChB European Studies Administrator](#).

### **Mitigating Circumstances**

If, due to **unforeseeable** or **unpreventable** circumstances, more than 20% of classes are missed or if coursework or an exam is not completed, students will have to apply for their case to be considered by the MB ChB European Studies Mitigating Circumstances Committee at the end of the academic Year. Possible mitigating circumstances include:

- significant illness or injury;
- the death or critical illness of a close family member;
- family crises or major financial problems leading to acute stress;
- absence for jury service or maternity, paternity or adoption leave.

Mitigating circumstances for any of the above will only be granted where documented evidence can be provided. Where an exam or coursework has not been completed, and where no justifiable evidence is received, a mark of '0' will be recorded. However, if mitigating circumstances for a missed piece of work are granted, this mark will be discounted in the final mark.

Circumstances that will not normally be regarded as grounds for mitigation include:

- holidays and events that were planned or could reasonably have been expected
- assessments that are scheduled close together
- misreading the timetable or misunderstanding the requirements for assessments
- inadequate planning and poor time management
- failure, loss or theft of a computer, USB or printer that prevents submission of work on time - students should back up work regularly and allow sufficient time for submission
- consequences of paid employment

Mitigating circumstances forms can be downloaded from the [MB ChB European Studies page](#) of the University Language Centre's website.

Forms must be submitted to [Andres Lozoya](#) in the Samuel Alexander Building (RoomWG.11) before the end of the exam period.

### **MB ChB European Studies Representatives/Feedback**

Feedback regarding the teaching and content of the Programme is welcomed from students. A representative from each year and language will be invited to attend MB ChB European Studies Committee meetings which are held three or four times per Year. The meetings are a chance for students to gain an insight into the structure and management of the Programme and to raise any concerns they may have, and voicing the views of their fellow

students. Student representatives on the MB ChB European Studies Programme who have demonstrated a regular commitment throughout the year will be able to receive a certificate for their portfolio.

Student representative for the MB ChB European Studies are elected as part of the Medical student representative team. The rep will be invited to the MB ChB European Studies Committee meetings and attend the MB ChB Programme representative meetings such as the staff-student meetings. If you would like to get in touch with your representative please [email](#) them directly or contact the [MB ChB European Studies Administrator](#) who will put you in touch.

### **Withdrawal**

Students wishing to withdraw from the MB ChB European Studies Programme must contact the [MB ChB European Studies Administrator](#) immediately. Students should make an appointment to meet with their language tutor and [MB ChB European Studies Lead](#) to discuss their reasons to withdraw. It may be that they are experiencing difficulties that are not directly related to studying for the MB ChB European Studies, and withdrawing from the Programme may not be the solution. It is strongly advised that students in Years 1-2 speak to a Tutor/SWAPS Team, and it is compulsory that students in Years 3-5 speak to their Hospital Dean for advice before making a decision. For students in Year 5, it is important to liaise with [the MB ChB European Studies Administrator](#), the [Year 5 Administrator](#) and the teaching hospital to discuss the implications of withdrawal in terms of Erasmus and Manchester placement arrangements.

**Please note that your Base Teaching Hospital allocation will be reviewed and may change if you decide to withdraw from MB ChB European Studies at any point during Years 1 and 2 of the MB ChB Programme, as you would no longer qualify automatically for allocation to a base teaching hospital in Greater Manchester.**

Once a student has withdrawn from the MB ChB European Studies Programme, readmission is not permitted. Students must confirm in writing reasons for no longer wishing to continue on the Programme and complete the withdrawal form, which can be obtained from the [MB ChB European Studies Administrator](#). Such students, if they have progressed in accordance with the MB ChB Programme, will then transfer to the MB ChB Programme, and if successful, graduate solely with MB ChB.

### **Opportunities to Study Medicine Abroad**

#### **Year 3 - Student Selected Clinical Placement (SSCP) – optional in Europe**

As part of the Year 3 Programme all students on the MB ChB or MB ChB European Studies Programme will be required to take a four week Student Selected Clinical Placement (SSCP)

which takes place at the end of the academic Year (in 2018/19 the dates for this will be 17 June – 12 July 2019).

For students on the standard MB ChB programme, this must take place in the Manchester/ Preston area. However, MB ChB European Studies students may apply to self-arrange a placement in a European country in which their language of study is spoken.

### ***Eligibility to undertake SSCP of choice***

Students will be required to apply for permission to undertake their SSCP in Europe. As with all Year 3 students, only if you have met the progression requirements for clinical placements (including completion of mandatory UPSAs) will you be able to choose your Year 3 SSCP placement. Students who have not met these requirements will have to remediate during their SSCP and will be allocated a placement in Manchester.

Therefore confirmation that you could take the SSCP would only be known at the end of all five clinical placement blocks in Year 3 and after the summative OSCE results are published (see below).

### ***Year 3 OSCE Re-sit***

You should also note that the re-sit OSCE, for any student who fails the summative OSCE, is in the last week of the SSCP. In this situation we would strongly recommend that students stay in Manchester during the SSCP where they can be provided with additional support and teaching in preparation for the re-sit. Mitigation cannot be submitted if students choose not to do this.

Students who are planning to take an SSCP in Europe should consider this carefully and at the time of application, discuss this with their teaching hospital sector team and the [MB ChB European Studies Administrators](#)/ University Language Tutor to ensure that they understand the various factors involved.

On completion of the SSCP, students will be required to complete the same assessment to those undertaking a Manchester-based placement. Further details will be provided during Year 3.

Locations used by previous MB ChB European Studies students for self-arranged placements may be suitable for SSCPs. A list of many previous placements is available [here](#).

Please also see the 1MedInfo information on SSCP in Europe which will include the timeline and process for the current academic year:

<https://www.onemedinfo.manchester.ac.uk/blog/infoobjects/year-3-student-selected-clinical-placement-sscp-optional-in-europe/>

If you decide to apply to take your SSCP abroad, please also refer to the later sections in this handbook (within the Year 5 Placement section) which are also relevant to taking the SSCP abroad, namely: Fitness to Travel, Travel Insurance, Tier 4 Visa Information (if applicable), Emergency Information and support from the University's International Programmes Office

,plus information on headscarves (if applicable). Students taking their SSCP in Europe will be required to complete a full risk assessment process via MyPlacement and will be provided with details.

#### **Year 4- Elective**

All students on the MB ChB or MB ChB with MB ChB European Studies will have the same opportunity to complete a 6 week elective at the end of Year 4. We encourage electives in a country where the language of study is spoken, but this is not obligatory. Application information and further details will be made available to students at the time.

### **Year 5 Compulsory Placement and MB ChB Programme Arrangements**

In Year five, the MB ChB European Studies students undertake a compulsory four month placement in one of our partner institutions in Europe. This provides the opportunity to work alongside doctors, and other medical staff and with patients in your chosen second language.

Please ensure you read the following section carefully which explains:

- What you must do in Year 4 to apply for your placement and a list of our current Partner Universities
- Important information about ensuring you are eligible to go abroad in Year 5 according to the MB ChB Programme requirements, and also in relation to fitness to travel
- Details of all the Programme and University assessments and actions required of you during and at the end of the placement
- How your arrangements in Semester 1 of Year 5 differ from that of a non-European Studies student
- Information on completing UPSAs in Year 5 as a European Studies student
- The Exempting Exam in Year 5 and the process for ES students who are non-exempt
- Details of the University's Student Travel Insurance
- Erasmus Funding and Travel Grants
- Guidance for those on a Tier 4 Student Visa
- Important information for students who wear Headscarves

#### **Eligibility for Year 5 Placement Abroad**

Students must complete all Clinical Placement Blocks in Semester 1 of Year 5 with a 'Satisfactory' grade in order to be eligible to undertake their Semester 2, 16 weeks ES placements; this requirement is included on educational grounds. Students who are awarded an 'Unsatisfactory' grade in a single Block in Semester 1 of Year 5 without accepted mitigating circumstances will not be eligible to undertake their 16 week ES placement



abroad in Semester 2 and will revert to the MB ChB completing placements in the UK as per students on that programme.

### **Application Process for Year 5 Placement Abroad**

In January of Year 4, MB ChB European Studies students will be asked to rank their location preferences for their Year 5 placement. The European institutions we have exchange Programmes which are listed [here](#). The MB ChB European Studies section in [My Placement](#) contains information and useful links relating to all of our partner institutions.

**Students should note that it is not possible to allocate every student to their preferred institution. Students must therefore be prepared to attend one of their other choices.** (See Appendix 1 for details of the process).

The placement is for a period of 16 weeks, which is undertaken over blocks 5-8 in Year 5 (**04 February 2019 to 24 May 2019**).

Once the [My Placement](#) system has allocated students to partner institutions, students will be provided with details of how to apply to the individual partner Universities for their placements. Some Universities require the students to apply online. The documents required are set by the host university and may include:

- your completed application and Erasmus+ ( learning agreement) forms
- a covering letter to introduce you to your first firm's 'chef' or Professor. This should include your dates of study and details of any experience you have of studying in your host country or in the language you will be working in
- an outline of your aims and objectives for the attachments or particular areas you would like to cover, if possible
- a transcript
- proof of insurance (MDU/MPS)
- a curriculum vitae
- a letter to the relevant accommodation office, giving the dates for which you will require accommodation
- a scanned copy of the ID page of your passport

Please remember that all the above must be written in your target language. You should also include your preferred email and postal addresses as the institution will contact you with information on your placement.

Please note that the costs associated with Year 5 placements **are not** funded by the MB ChB Programme therefore students should plan their finances in advance to cover placement costs (accommodation, travel etc.). Please read the information on page [19](#) or contact the [MB ChB European Studies Administrators](#) regarding the possible funding opportunities.

## **Fitness to Travel to Undertake a Placement Abroad**

It is essential that you are fit to travel to your placement abroad. If you have a health condition, physical or mental, that may be affected by being away from your normal environment whilst away on your ES Placement, you must arrange a meeting with the University Occupational Health Service or the University Disability Advisory and Support Service (DASS) (as appropriate) to discuss your placement abroad and fitness to travel.

You will therefore be asked during the application process whether you have any additional support needs, and will be prompted to seek support and follow up as appropriate.

If you are registered with DASS, the Programme's Disability Coordinator will also work with the ES Team to provide information regarding any adjustments that could be relevant to your placement. The Programme will need to provide details to the Erasmus partner organisation of any support required, and work with the partner to ensure that appropriate support is provided and communicated to you in advance of your placement.

Please consider that even if you are not under regular review by the University Occupational Health Service or registered with DASS, if you have a health condition which may be affected by being away from your normal environment whilst abroad on your European Studies placement, you are strongly advised to consult with them to discuss your fitness to travel abroad.

It is your responsibility to notify the Programme of any change in your health situation between the initial application to study abroad and the date of travel. The University and the MB ChB Programme reserves the right to withdraw approval for a placement if there is a change to your health such that this may now affect your fitness to travel abroad.

## **MB ChB Programme Requirements during the Placement Abroad**

European Studies Students will be away during Year 5 Semester 2 when certain key placements will be taking place on the MB ChB Programme. Semester 2 of Year 5 comprises the following:

- Student Assistantship
- Quality and Evidence PEP (QEPEP)
- Student Selected Clinical Component (SSCP)
- Population Health

All European Studies students will be scheduled to complete their Student Assistantship in Block 2 or 3 during Semester 1, as this placement has specific requirements that cannot be replicated exactly in the placements abroad.

European Studies will be required to complete the QE PEP, SSCP and Population Health Blocks as part of their placement abroad.

Please read below for a summary of the requirements for each block type, and see Appendix 4 for a summary chart which outlines all the associated deadlines for each piece of required assessment.

### ***QE PEP***

European Studies students will be required to undertake the QE PEP in the equivalent of Block 5 or Block 6 and submit their work within the timelines for this Block as per home students. For this the student needs to write a critique of a lay document (not create a lay document). The critique is to be written in English. Further details will be provided to students in advance, and University of Manchester assessors will mark the QE PEP work and forms.

### ***SSCP***

European Studies students will be required to undertake the SSCP placement as part of their placement abroad and will complete an SSCP sign off form, which will be marked in Manchester. This SSCP report should be a reflection of the placement on their career: How this experience has relevance with respect to

- i) linguistic development,
- ii) inter-cultural understanding, and
- iii) any ideas and future plans.

This should be a short reflection of approximately 500 words (in English). We encourage the student to include this in their PPD portfolio, and use it also to address the open questions of the end of placement questionnaire.

### ***Population Health***

ES students are required to produce a Population Health Report (in English), which should address aspects of their current ES placement in a short concise reflection of 350 words. Detailed instructions will be provided in advance of the placement.

### ***Clinical Placement Sign-Off***

In addition to submitting the above individual assessments by the required deadlines, students must also get signed off for each placement (/block) by their supervisor abroad.

Students will be issued with completion forms for clinical placements. These forms can be accessed via [eForms](#) and a form must be completed at the end of each of the student's clinical placements abroad. Supervisor details for each placement must be contained on the form. The forms have been translated to assist the student's supervisor with completion.

These forms are evidence of the student being satisfactorily signed off for their placements and it is mandatory that 16 weeks' worth of placements are accounted for in order to complete the requirements of both the MB ChB European Studies placement and of MB ChB Year 5. If there are any difficulties in submitting the forms students should alert the MB ChB [European Studies Administrators](#) at the earliest opportunity. We encourage students to

submit the forms as they go along, i.e. on the conclusion of each placement, rather than all at the end. All forms must be submitted by the final date of the placement (**Friday 24 May 2019**).

As the forms will contain feedback from supervisors and notes on what a student has done during the placement, we recommend that it may be relevant to add these to the PPD Portfolio. On submission, students will automatically be emailed a pdf copy of the form, and can upload to their portfolio as they wish.

Please also refer to the detailed guidance points below:

1. You should have the correct language version of this form assigned to you (e.g. English/French). If you do not, please contact the ES Team before you depart. Please note that these forms are mandatory for gaining the MB ChB European Studies degree award, as confirmation that you have completed your Erasmus placement. These forms are in addition to the Erasmus paperwork and any UPSAs you complete whilst there, in order to comply with documentation requirements of your degree.
2. You should complete one form for each separate placement during your 16 week Erasmus period. This may mean you will complete 2/3/4 forms depending on the number of placements assigned to you. We would ask that you get your form signed off on the last date of each placement, and submit them as per instructions (see point 6) immediately, rather than submitting all at the end.
3. Please ensure at the start of your placement that you are clear who will be supervising you, and let your supervisors know that they will need to complete this form electronically at the end, setting a time in advance to do this if appropriate. You may ask them to sign this on your iPad, or alternatively it can be completed on a PC, you will just need to log in to [eForms](#) and open up the form for them. They will need to sign in the box either on your iPad or using the mouse.
4. 'Description of Placement' should provide enough detail for the MB ChB Programme to document what clinical area you have attended and briefly what your duties were.
5. 'Student's reflection on placement' should include a short summary (this may be in bullet points format) of what you feel you have achieved/developed/learned through your placement. For instance 'I gained confidence in taking a patient's history in Spanish'. We ask you to write in both languages here so that your supervisor may read through this, and it can help to start the discussion and give you feedback for how your placement has gone.
6. Once all sections are complete and your supervisor has signed the form, press the 'Submit' button. The MB ChB European Studies Administrators will pick this up and log each of your placements to ensure that by the end, the full 16 weeks are covered and have been completed satisfactorily.

7. Finally, once you begin your Erasmus placement if you have any concerns at all about your clinical placement, supervision, or how to complete the forms, please contact the [MB ChB European Studies Administrator](#) straight away, do not wait until the end of the placement.

### **University Requirements for Placement Abroad**

The Central University's International Programmes Offices sets requirements for all students studying overseas; this is in addition to the Programme requirements outlined above. Therefore students should ensure they familiarise themselves with the requirements from the University perspective. These are outlined below.

### ***Wellbeing Monitoring - Completion of Mandatory Questionnaires***

All students on overseas placements are required by the University of Manchester to complete a number of simple questionnaires to confirm their attendance and wellbeing whilst abroad. This applies to all students at the University of Manchester and is conducted via My Placement. You will be asked to click to confirm:

- 1) Confirmation of Arrival – to let us know you've arrived safely and are on your placement
- 2) Progress and Wellbeing Check – mid-way point to check all is still ok
- 3) Confirmation of Completion – to confirm the end of the placement
- 4) UNIV: Tell the University of Manchester about Your Experience – we need to know what your placement was like

You will receive automatic prompts by email to complete these by certain dates, please ensure that you do so.

### ***Mandatory End of Placement Questionnaire***

At the end of the placement students are required to complete the University's mandatory End of Placement Questionnaire. complete an online via MyPlacement, answering a number of detailed questions about their experience. This is a universal questionnaire provided by the International Programmes Office but the questions include aspects of reflection of the whole placement in relation to the student's career and therefore an opportunity to expand on points made in the SSCP report.

### ***Support and Information offered by the University's International Programmes Office***

We recommend all students access the information provided by the University regarding studying abroad. The Go Abroad website contains a lot of information to help you prepare for the placement and important safety advice:

<http://www.goabroad.manchester.ac.uk/preparing-to-go/>  
<http://www.goabroad.manchester.ac.uk/while-you-are-away/>

They also run pre-departure sessions (see below re. Erasmus funding for information on the session you are required to attend in order to claim funding) and they produce a Study Abroad Handbook each year that contains useful information and contact details in case of emergencies.

### **Travel Insurance**

Students are automatically covered by the [University's Study Abroad Travel Insurance](#). Students are not required to contact anyone to register for this. In the event of any incident, whether or not it may lead to a claim, students should use the emergency contact details listed on the Travel Insurance Leaflet.

### **Before you go:**

Ensure that your contact details (postal, email, telephone) are up to date on [My Manchester](#), and remember to add local contact details when you get there. You should ensure that you check emails regularly whilst abroad, in case of important communications sent by the MB ChB Programme, University Graduation Office and the UK Foundation Programme.

### **Remember to take:**

- Passport
- Passport photos
- Student ID
- Copies of MDU/MPS registration
- Copy of Health Insurance certificate
- [European Health Insurance Card](#) (EHIC)<sup>3</sup>.

### **If applicable:**

- Driving Licence
- Car insurance (green card)
- European breakdown cover

### **Erasmus Funding**

During study placements in Europe, students are eligible to receive Erasmus+ funding for the duration of their placement dates which must be a minimum of 3 months (between €280 - €330 per month) which is provided by The European Commission through the Erasmus+ scheme and distributed by the University's International Programmes Office. Full

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<sup>3</sup> The European Economic Area (EEA) consists of the 27 member states of the European Community plus Iceland, Liechtenstein and Norway. If you or any of your dependants are suddenly taken ill or have an accident during a visit to any of these countries, free or reduced-cost emergency treatment is available – in most cases on production of a valid EHIC. Only state-provided emergency treatment is covered, and you will receive treatment on the same terms as nationals of the country you are visiting. Private treatment is generally not covered, and state-provided treatment may not cover all of the things that you would expect to receive free of charge from the NHS.

details relating to the Erasmus+ grant can be found on the *Scholarships and Grants* webpage under 'Finance and Funding' on the [Go Abroad website](#). Details of how to apply for funding and the Erasmus+ paperwork deadlines will be detailed further at a 'Erasmus Explained Pre-Departure' meeting which usually takes place in May/June and November. Attendance at the 'Erasmus Explained Pre-Departure' meeting is compulsory for all students studying through Erasmus+ Exchange Programme who wish to apply for Erasmus+ funding. For more information please contact the [International Programme Office](#).

### **Travel Grant**

Students from lower income households may be eligible to apply for an additional [Travel Grant](#) from Student Finance in order to claim back the necessary travel expenses incurred through studying on the MB ChB European Studies Programme. For more information please contact [Student Finance](#).

### **Sickness Absence Whilst on Placement Abroad**

If for any reason a student becomes ill whilst on their placement abroad, it is the student's responsibility to inform the partner university and hospital of their absence. The student must also inform the MB ChB European Studies Administrator in Manchester. It is the student's responsibility to check their partner universities sickness absence policy. Some partner universities require a GP sickness certificate to be produced after 3 days absence.

### **Accidents and Incidents Abroad**

Students should be aware that accidents and incidents of any nature can occur anywhere in the world. We advise students to be vigilant and use common sense. In the unfortunate event that an incident does occur, the student must when practicable, contact the partner university/hospital and the MB ChB European Studies Administrator. Appropriate steps will then be taken and the student will be advised further. Students should also complete the relevant Accident/Incident form for the MB ChB Programme. See: [Health and Safety in Years 3 to 5 Placements](#) and [Policies, Guidance and Forms](#). Any incidences experienced abroad should be fed back to the ES administration to enable feedback and further analysis for the benefit of future students.

### **Students Wearing Headscarves**

Some European countries (such as France) have implemented strict rules about religious clothing in public buildings. The headscarf and clothing policies in our Partner Institutions comply with the general local rules, which cannot be changed by Manchester University. However, in some institutions, for students who decide to work with a headscarf, theatre head cover has been accepted as a compromise. In Switzerland, whilst wearing religious head covering is not illegal, it is not common practise and local hospital policy in Lausanne is not to do so. The local rules about these issues can change, and more up to date details can be obtained from the [MB ChB European Studies Administrators](#) on request. Students to whom this is relevant should be prepared for this prior to undertaking their placement.

### **Students on a Tier 4 Visa Sponsored by the University of Manchester**

If you are an international student studying on a Tier 4 visa which is sponsored by the University of Manchester, please note two important facts in relation to all your placements abroad (e.g. Erasmus placement, SSCPs and Elective):

- 1) Your Tier 4 visa issued by the UK Visa and Immigration Service for your MB ChB European Studies Programme will not automatically cover you for placements abroad. It is **your** responsibility to research any visa requirements for the country you are visiting specific to your citizenship, and apply for any additional visas well in advance.
- 2) Whilst you are still on the MB ChB European Studies Programme, even when abroad you will be subject to the Tier 4 reporting requirements that the University has to adhere to, namely the attendance monitoring and census checks. If these checks fall whilst you are overseas on a placement, the University will contact both you and your supervisor to check that you are attending your placement and to remind you of your responsibilities as a Tier 4 student, and a response will be expected from both parties. The most important thing therefore is that you keep your contact details up to date and ensure you check emails regularly.

### **UPSAs, UCEX and UCMD**

All students (MB ChB and MB ChB with European Studies) are required to have all UPSAs, UCEX and UCMD completed by the end of Block 8, Friday 24 May 2019. The consequence of not doing so will mean that a student will be required to complete a full Block 9 clinical placement in the UK (Tuesday 28 May – Friday 21 June 2019) during which any outstanding skills are remediated.

Although this rule applies to all MB ChB students, as European Studies students you must take particular notice of this as you will have less opportunity to complete UPSAs in Semester 2, and no opportunity to complete UCEX and UCMDs.

This means that immediately on returning to Year 5, European Studies students should proactively be aiming to get on average 1-2 skills signed off per week during Semester 1, in order to remain on track to complete everything that is required. UPSAs may be signed off aboard but as there are limited opportunities to do so, it is strongly recommended that you plan to complete all of these in the UK, or as many as possible.

The only items that may be completed after Block 8 without placement attendance are the U-Resus and Blood Transfusion for European Studies students; these are always completed on return from the Erasmus placement. For more information see the guidance on [1MedInfo](#).



## Partner Institutions

All partner institutions will endeavour to provide placements which are suitable for the needs of Manchester students. However, remember the placement start date usually means that you start at 08:00 hours that day! Please find some useful contact details and general information below.

Partner (Erasmus Code)	University (website)	Erasmus Departmental Coordinator	Erasmus Officer	Address
BERLIN (D BERLIN13)	<a href="#">Charité - Universitätsmedizin Berlin</a>	<a href="#">Mr Lutz Steiner</a> Tel.: +49-30-450 576 031	<a href="#">Mr Lutz Steiner</a> Tel.: +49 (30) 450576002 Fax: +49 (30) 450576900 <a href="#">Enquiries</a>	Charité International Cooperation Universitätsmedizin Berlin Charité - Campus Mitte Charitéplatz 1 D-10117 Berlin
GRANADA (E GRANADA01)	<a href="#">Universidad de Granada</a>	<a href="#">Vicemed.movvri@ugr.es</a>	<a href="#">Mr Raul Lugo</a> Tel./Fax: +34 958 246 126	Responsable de Negociado Oficina de Relaciones Internacionales Facultad de Medicina Avda. de Madrid s/n 18071 Granada
HANNOVER (D HANNOVE02)	<a href="#">Medizinische Hochschule Hannover</a>	<a href="#">Professor Sigurd Lenzen</a>	<a href="#">Ms Angela Steinhuse</a> Tel.: + 49 511 532 6026 Fax: + 49 511 532 6027	Medizinische Hochschule Hannover Akademisches Auslandsamt - International Office Carl-Neuberg-Str. 1 D - 30623 Hannover
HOMBURG (D SAARBRU01)	<a href="#">Medizinische Fakultät der Universität des Saarlandes</a>	<a href="#">Mr Florian S. Schmitz</a> Tel.: +49 6841 16 26001 Fax: +49 6841 16 26324	<a href="#">Mr Tobias Knopflen</a> <a href="#">Ms Jasmin Cirillo</a> Tel.: +49 6841 16 26001 Fax: +49 6841 16 26324	Studiendekanat Medizinische Fakultät der Universität des Saarlandes Gebäude 15 D - 66421 Homburg
LAUSANNE** (CH LAUSANN01)	<a href="#">Université de Lausanne</a>	<a href="#">Professor Laurent Schild</a>	<a href="#">Rachele Montefinese (maternity cover)/Laurence Reber</a> Tel.: +41 21 692 50 18 Fax: +41 21 692 50 35	Secrétariat d'unité Ecole de Médecine Université de Lausanne Rue du Bugnon 21 CH - 1011 Lausanne
LYON (Est & Sud) (F LYON01)	<a href="#">Université Claude Bernard Lyon 1</a>	<b>Est –</b> <a href="#">Dr Michele Germain</a> Tel.: +33 478 777 502 Fax: +33 478 777 252 <b>Sud –</b> <a href="#">Dr Anne Charrie</a>	<b>Est –</b> <a href="#">Béatrice JOLLY</a> <a href="#">mobilite-etudiante@univ-lyon1.fr</a> Tel.: +33 478 777 090 <b>Sud –</b> <a href="#">Ms Marion Combe</a> Tel.: +33 4 78 77 71 39 Fax: +33 4 78 77 72 52	Université Claude Bernard Lyon 1 Direction des Relations Internationales A l'attention de Caroline GREMY 8 Avenue Rockefeller 69373 Lyon Cedex 08
MADRID (E MADRID04)	<a href="#">Universidad Autónoma de Madrid</a>	<a href="#">Dr Silvia Arribas</a>	<a href="#">Ms Irene González-Cid</a> Tel.: +34 914975401 Fax: +34 914972757	Oficina de Relaciones Internacionales Universidad Autónoma de Madrid Facultad de Medicina Avda. Arzobispo Morcillo 4 28029 Madrid
MADRID (E MADRID03)	<a href="#">Universidad Complutense de Madrid</a>	<a href="#">Prof Angel Cogolludo</a>	<a href="#">Ms Julia Riesco</a> Tel.: +34 91 394 1306 Fax: +34 91 394 7155	Oficina Erasmus Facultad de Medicina Universidad Complutense de Madrid, 28040 Madrid
MADRID (E MADRID26)	<a href="#">Universidad Rey Juan Carlos</a>	<a href="#">Dr Jose A. Uranga</a>	<a href="#">Custodia Garcia</a> Tel.: +34 91 488 8273 Fax: +34 91 488 7173	Universidad Rey Juan Carlos International Relations Office Edificio Rectorado Despacho 414 Calle Tulipán s/n. 28933 Móstoles Madrid

NANTES (F NANTES01)	<a href="#">Université de Nantes</a>	<a href="#">Dr Tamara Matysiak-Budnik</a>	<a href="#">Ms Hélène Lamy-Billaud</a> <a href="#">Mr Anthony Grouard</a> Tel.: + 33 2 40 41 11 24 Fax: + 33 2 40 41 28 27	Rez-de-chaussée haut - Bureau A Faculté de Médecine 1, rue Gaston Veil BP 53508 44035 Nantes Cedex 1
PARIS (F PARIS05)	<a href="#">Université Paris Descartes</a>	<a href="#">Professor Bernard Cholley</a>	<a href="#">Ms Mathilde Freger</a> Tel.: + 33 (0)1 53 10 46 34 Fax : + 33 (0)1 53 10 46 36	Bureau des Relations Internationales Faculté de Médecine Bureau des Relations Internationales 15, rue de l'Ecole de Médecine 75270 PARIS Cedex 06
PARIS (F PARIS06)	<a href="#">Université Pierre et Marie Curie Paris 6</a>	<a href="#">Dr Christine Legrand</a>	<a href="#">Ms Alexandrie Saligot</a> Tel. : +33 144 27 26 81 Fax : +33 144 27 26 80	Université Pierre et Marie Curie Relations Internationales Tour 34, 3ème Etage Case Courrier 604 4, Place Jussieu 75006 Paris Cedex 05

**\*\* A placement with the University of Lausanne is dependent on the following conditions:**

- The clinical clerkship starts on the first day of the month (even if that day is a Friday) and finishes the final day of the month
- No vacation should be taken during the period of clinical clerkship
- Students should introduce themselves to the department before the first day of the placement to obtain the information about the internal organisation of the department
- Students would be expected to be on call and work shifts during the night and at the weekend

### **Exempting Examination in Year 5**

Final Exempting Examinations take place in January of Year 5, passing this exam means you do not need to sit the Finals exams in May. Any student who fails these exams is not exempt from Finals examinations. Students are permitted to attend the MB ChB European Studies placement abroad but it is strongly recommended that students in this position discuss possible options with their Hospital Dean and SWAPS team, who will be able to advise about revision plans and whether going abroad and completing the placement, or staying in Manchester to complete a local placement is the best option to prepare them for finals examinations. If a non-exempt student decides to go on their Erasmus placement, they would be given the option to either:

- Attend for 3 full blocks (12 weeks), then return for the final block. This is the minimum length of time required to still be eligible to receive the European Studies award, however students choosing this option should be aware that they will not receive any Erasmus funding.
- Attend for a maximum of 14 weeks, and return for the revision week and exam week. Completion of 14 weeks is the minimum in order to receive Erasmus funding.

The final decision is entirely at the student's own risk; if a student fails their Finals exam, the fact that they have studied abroad will not count as mitigation. Should the student opt not to go on their European placement she/he will not be able to graduate on the MB ChB

European Studies Programme, but will be transferred onto the MB ChB Programme if all other elements of the MB ChB Programme are satisfactorily completed. Once a decision has been made about whether to attend the Year 5 placement abroad students must inform the [MB ChB European Studies Administrator](#) as soon as possible.

**Please note** that the above regulations apply only to non-exempt students. All other students must attain a minimum of the 80% attendance requirement of their placement abroad in order to graduate with the MB ChB European Studies award.

### **Programme Elements to be completed on your return**

There are a number of items which may only be completed once you have returned from your placement abroad. These are as follows:

- PPD Portfolio Final Review – date will be confirmed in advance by your PPD Administrator/Academic Advisor
- Additional mandatory Communications skills teaching that you will have missed whilst abroad – your hospital will arrange this.
- National Prescribing Safety Assessment – most MB ChB students sit this national exam in March, but European Studies students are required to sit this on their return. The date for 2018/19 is Friday 7 June 2019. You will be provided with further information by the Programme's Assessments Team. See also the information about this assessment in [the Programme Handbook](#).

## **Appendix 1: Year 5 Allocation Process for 16 Week Placement**

### **How are places allocated?**

- Students are requested to research the placements they are interested in, and are encouraged to discuss preferences with their language tutors. Placement reports are available in the brochure section of the [My Placement](#) system.
- Students are then asked to rank placements in order of preference using the [My Placement](#) system.
- A randomised allocation process will then allocate students to placements based on their preferences.
- Students can view their placement allocation on [My Placement](#) and are requested to secure their placement by selecting “commit” on the [My Placement](#) system.

### **For students who have applied to Intercalate:**

Students who plan to intercalate must inform the [MB ChB European Studies Administrator](#). In this case students will not be required to rank placements in [My Placement](#). Students who are unsure about intercalation or do not proceed to intercalate, are required to ensure that they inform the [MB ChB European Studies Administrator](#) as soon as possible so that the compulsory Year 5 placement can be arranged. Where a student’s decision not to proceed with intercalation falls after the random allocation process has taken place, preferences will be considered but allocation will be based on remaining available placements.

### **Please Note!**

If the majority of students express a similar pattern of preference for placements we cannot guarantee that students will be allocated their first or second preference as there are a finite number of places at each Erasmus Partner University. Students must be prepared to attend any of the locations associated with their language of study.

## **Appendix 2: MB ChB European Studies Tuition Fee Supplement – FAQs**

### **1. What is the MB ChB European Studies tuition fee supplement?**

It is an additional charge applied to MB ChB European Studies students to contribute to the costs of teaching, equipment and the expenses involved in arranging and quality assuring the placements abroad. It also contributes to translations of documents, specialised medical masterclasses, courier services, etc. Please note that this only accounts for a small proportion of the considerable costs incurred by the MB ChB European Studies Programme in order to provide language teaching and long placements abroad.

### **2. How much is the MB ChB European Studies tuition fee supplement?**

For the academic Year 2018-19 the supplement is £104.00 per semester. This amount will be reviewed on a Yearly basis and is likely to increase by 5% per annum with inflation.

### **3. Who has to pay the MB ChB European Studies tuition fee supplement?**

All students who are enrolled on the MB ChB European Studies Programme are required to pay the tuition fee supplement.

### **4. When do I have to pay the MB ChB European Studies tuition fee supplement?**

Further information about the payment dates and procedure will be forwarded to the students before the beginning of the academic Year. In the academic Year 2018-19 the deadline for payment of the first semester is no later than 4 September 2018 and payment for second semester must be made by no later than 18 January 2019.

### **5. I'm a Year 1 student. Do I have to pay the MB ChB European Studies tuition fee supplement for the first semester?**

No. Students on their first Year will only pay for the second semester once they have started the Programme.

### **6. I'm a Year 5 student. Do I have to pay the MB ChB European Studies tuition fee supplement for both semesters?**

Yes. The tuition fee supplement is a flat fee across the five Years therefore the student does not pay directly for what he/she receives in any particular Year.

### **7. I didn't pay the tuition fee supplement within the deadline. What is going to happen?**

It is essential that the payment is made on time. Students who fail to pay the tuition fee supplement before the specified deadline will not be permitted to attend the language classes. If you are refused entry to a class for failure to make payment, an absence will be recorded. If students are experiencing financial difficulty it is vital they contact the [SWAPS](#)

[team](#) for advice and inform the [MB ChB European Studies Administrators](#) *before* the deadlines for payments.

**8. I'm a Year 5 student and didn't pay the tuition fee supplement within the deadline. What is going to happen?**

Failure to pay will result in the student not being able to graduate with MB ChB European Studies.

**9. I can't pay within the period stated. What should I do?**

Students who experience difficulties and are able to prove evidence of exceptional circumstances may be able to negotiate a longer period in which to pay. Mitigating circumstances need to be presented to the [MB ChB European Studies Administrators](#) as soon as they arise and *before* the deadline for payments. Each case will be considered individually based on its merits alone.

**10. Why can't I pay the MB ChB European Studies tuition fee supplement with my University tuition fees?**

The MB ChB European Studies tuition fee supplement is not a University tuition fee. It is an additional charge set by the MB ChB European Studies Programme. Therefore its associated procedures are defined by the Programme separately from any other University credit control issues.

**11. I want to withdraw from the MB ChB European Studies Programme. Do I have to pay the tuition fee supplement?**

If a student made payments for both semesters at the beginning of Year and decides to withdraw from the MB ChB European Studies during Semester 1 we will refund the fee for Semester 2 upon proof of payment when the withdrawal takes place.

Once a student has been enrolled on the MB ChB European Studies Programme for any time period during that semester, the full semester fees are payable. Part-refunds for a semester fee are not provided, as once the semester is underway, the administrative staff and Language Tutors will already have invested time and resources into the preparation for that student's place on the MB ChB European Studies Programme.

If a student decides to withdraw from the MB ChB European Studies Programme, they must follow the processes as outlined on page [24](#) of the MB ChB European Studies Handbook and complete the relevant form.

### **Appendix 3: Portfolio guidance for ES applicants from St Andrews**

When joining ES French/German/Spanish in Year 3, we would expect students to be able to express themselves coherently both written and orally about every day and subject-specific topics. These topics can range from education, health and science to travelling, consumerism and the environment.

We would expect candidates to be able to understand not necessarily every word, but the main content and arguments of articles, news features, conversations or podcasts about these issues and be able to summarise and comment on them from a personal perspective.

To show that they match these criteria, applicants must create a portfolio comprising various activities. They could, for example, provide an annotated text, newspaper article or transcript and a short summary and commentary on its content.

In terms of medical language, we would recommend applicants familiarise themselves with basic anatomical terminology and learn expressions for common illnesses and ailments in the target language.

*What is a portfolio of independent learning?*

A portfolio is a piece of independent language learning that should provide evidence of what the student is able to do in the target language, e.g. texts and audios/videos h/she can understand + evidence of this understanding, e.g. summaries with a list of vocabulary; it can also include recordings of the student summarising or commenting on a particular video/podcast/article; it can include compositions where the student writes about his/her motivation to learn the language, his/her experiences abroad, his/her achievements (language certificates, work experiences, language courses attended), his/her own list of resources to learn the language, and his/her plans to keep on improving the language.

#### **French**

Here is a list of specialised websites that should help students work on medical topics and develop their four language skills:

<https://www.caducee.net/actualite-medicale/>

<http://www.doctissimo.fr/>

<http://www.rfi.fr/emission/priorite-sante/>

<https://www.lefrancaisdesaffaires.fr/numerifos/sante/>

<https://www.youtube.com/user/Allodocteurs>

<https://www.msf.fr/>

Vocabulary:

<https://quizlet.com/class/449102/>

<http://www.bbc.co.uk/languages/french/cool/health.shtml>

*Gaëlle Flower, Senior French Language tutor*

## German

The following links should be helpful for self-study and vocabulary lists, notes and/or annotated texts would be a highly recommended addition to the applicants' portfolio:

[https://www.onmeda.de/krankheiten/haeufigste\\_krankheiten.html](https://www.onmeda.de/krankheiten/haeufigste_krankheiten.html)

<https://www.deutschlandfunknova.de/beitrag/gesundheitsstudie-die-haeufigsten-chronischen-krankheiten>

<http://www.nthuleen.com/teach/vocab/krank.html>

<http://clasfaculty.ucdenver.edu/tphillips/vocabulary/mensch-innere-organe.pdf>

<https://quizlet.com/22954241/englisch-21-korperteile-organe-flash-cards/>

Marina Mickie, German Language Tutor

## Spanish

In terms of Medical Spanish, here are a few links to help students get familiar with anatomy and main illnesses terminology:

<https://medlineplus.gov/spanish/anatomy.html>

<https://cienciatoday.com/cuantos-huesos-cuerpo-humano/>

[http://www.aeropuertodebarcelona.net/index\\_archivos/documentos/descargas/tema\\_servicio\\_medico/diccionario\\_medico.pdf](http://www.aeropuertodebarcelona.net/index_archivos/documentos/descargas/tema_servicio_medico/diccionario_medico.pdf)

<https://quizlet.com/200351448/el-espanol-medico-flash-cards/>

Ana Niño, Senior Spanish Language tutor

(Reviewed October 2018)



## Appendix 4: MB ChB with European Studies Year 5 2018/19 – Summary of Requirements and Deadlines

Requirement	Deadline	Language	Assessed by
<b>SEMESTER 1</b>			
Satisfactory completion of Student Assistantship block in Blocks 2 or 3	<i>19<sup>th</sup> October 2018</i> (for Block 2 ) and <i>16<sup>th</sup> November</i> (for Block 3)	English	Student Assistantship form
Satisfactory completion of Blocks 1-4 in order to be eligible for ES placement	End of Block 4: <i>14 December 2018</i>	English	Clinical Placement Supervisors
<b>SEMESTER 2</b>			
Block 5 Erasmus placement supervisor sign-off form	End of Block 5: <i>01 March 2019</i>	Language of study	Placement supervisor in Europe
Block 6 Erasmus placement supervisor sign-off form	End of Block 6: <i>29 March 2019</i>	Language of study	Placement supervisor in Europe
QEPEP critique of lay document	End of Block 6: <i>29 March 2019</i>	English	Manchester Assessors
Block 7 Erasmus placement supervisor sign-off form	End of Block 7: <i>26 April 2019</i>	Language of study	Placement supervisor in Europe
SSCP reflective piece – 500 words	End of Block 7: <i>26 April 2019</i>	English	Manchester Assessors
Population Health report – 350 words	End of Block 7: <i>26 April 2019</i>	English	Manchester Assessors
Block 8 Erasmus placement supervisor sign-off form	End of Block 8: <i>24 May 2019</i>	Language of study	Placement supervisor in Europe
PPD Portfolio entries complete	7 days before review period: <i>17 May 2019</i>	English	Academic Advisor
All UPSAs and WBAs signed off	End of Block 8: <i>24 May 2019</i>	(Either -depends on whether completed in UK or Europe)	As per UPSA/ WBA guidelines in Year 5 1MedInfo
University End of Placement Questionnaire	1 week after Block 8: <i>31 May 2019</i>	English	University and European Studies Team

